

City of Lone Tree Administrative Fee Schedule Administrative/Police Department Fees

Note: A single-sided piece of paper (up to 11" x 17") constitutes one page.

A double-sided piece of paper (up to 11" x 17") constitutes two pages.

Type of Service	Charge	Additional Charges
Open Records Request for criminal justice records – onsite standard size paper documents (includes traffic citations, sex offender registry)	\$5.00 per request, which includes up to two standard size pages	\$.50 per page for additional pages
Open Records Request for non-criminal justice records – onsite standard size paper documents Includes Sex Offender Listing	\$.25 per standard size copy	Compiling Records - First 15 minutes spent compiling records is free, \$5.00 per each additional 15 minutes
Certified Copies (per page)	\$5.00 Flat Fee	
Open Records Request – Plat Map copies	\$5.00 per paper copy, up to 24" x 36" \$10.00 per mylar copy, up to 24" x 36"	\$5.00 per 15 minutes spent having plat maps copied
Open Records Request – CD Documents (including photos)	\$25 per CD (up to 700 MB)	
Open Records Request – Printed Photographs (3.5 x 5 size) each	\$3.00	6 or more \$20.00 Plus \$.50 per print
Open Records Request – Printed Photographs (8x10 size) each	\$7.00	6 or more \$40.00 Plus \$.50 per print
Open Records Request – Audio CD	\$12.00 per recording	
Open Records Request – Video Recording	\$25.00 per recording	
Open Records Request – Off-site Records (covers the cost of delivery and pickup only)	\$75.00 <i>PRE-PAID</i> for one off-site box, plus the standard copy fees as listed above	\$10.00 <i>PRE-PAID</i> for each additional box, plus the standard fees as listed above
Open Records Request – Body Camera Video	\$30.00 (up to 4 hours of research fee)	\$30.00 per hour that exceeds the initial 4 hours.
Manual and/or Computer Research and/or Retrieval	1 st hour no charge Subsequent hours \$30.00 per hour	
Redacting Charge	\$20.00 per hour min fee	Thereafter charged in 0.50 hour increments
Returned Check	\$25.00	
Fingerprinting (Lone Tree Resident or employed in Lone Tree)	\$10.00 for the first card	\$3.00 for each additional card
Fingerprinting (Not a Lone Tree Resident or not employed in Lone Tree)	\$15.00 for the first card	\$3.00 for each additional card
Sex Offender Registration	\$15.00 Annual	No charge for quarterly registration
VIN Verification (Lone Tree Resident)	No charge	
VIN Verification (Not a Lone Tree Resident)	\$10.00 per verification	
Online EFT Returned Item through Xpress Bill Pay (incorrect account information)	\$5.00	
Online EFT Returned Item (insufficient funds) through Xpress Bill Pay	\$10.00	
Online EFT Returned Stop Payment or Charge Back	\$25.00	
Service Fee for credit cards	2.3% of transaction amount (not applicable to court fees, surcharges and fines)	